Institute for Community Alliances

MINNESOTA'S HMIS
DATA STANDARDS GUIDE

CONTENTS

ABOUT THIS GUIDE

This guide provides information to standardize data collection across Minnesota based on requirements of the U.S. Department of Housing and Urban Development (HUD) and the State of Minnesota. This guide was created by the Institute for Community Alliances (ICA).

- **HUD Data Elements**: This guide is an abridged version of the HMIS Data Standards Manual and HMIS Data Standards Data Dictionary. We have taken the most relevant material from these sources and condensed it into this guide to assist you with your data collection and to help clarify which data elements are required in HMIS to meet participation and reporting requirements established by HUD and the federal partners. Read the HMIS Data Standards Manual or the HMIS Data Standards Data Dictionary for the Field and Response Categories.
- **Minnesota Data Elements**: This guide includes data elements that are required to be collected by all projects entering data into Minnesota's HMIS. These data elements are reviewed annually by MN's HMIS Governing Board. These data elements are not covered in the federal documents referenced above. We have included the Field and Response Categories within this document as Minnesota does not have a corresponding Data Standards Manual nor Data Standards Data Dictionary for these data elements.
- **Can't find a data element in this guide?** Check your Program Specific User Guide organized by program at hmismn.org/forms-and-instructions, or your Federal Partner Program Manual for federal programs. *This guide does not include information about all program specific data elements, simply the data elements that are common to most programs.*

Most of the content within this guide is taken from a source document; we've included citations within. Please refer to the original document as needed.

HUD UNIVERSAL DATA ELEMENTS

HMIS Universal Data Elements (UDEs) are elements required to be collected by all projects participating in HMIS, regardless of funding source.[1]

The UDEs are the basis for producing unduplicated estimates of the number of people experiencing homelessness, accessing services from homeless assistance projects, basic demographic characteristics of people experiencing homeless, and patterns of service use, including information on shelter stays and homelessness over time.

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3.01 NAME

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To support the unique identification of each person served. [1]

Data Collection Instructions When creating a new client record, enter the client's name and select the appropriate data quality indicator. When enrolling a client who already has a record in the HMIS, verify that the name in the system is accurate and as complete as possible and correct or complete it if it is not. HMIS records should use a client's full, legal name whenever possible. Doing this as a standard practice makes it easier to find records when searching and avoid creating duplicate records.[1]

Street outreach projects may record a project entry with limited information about the client and improve on the accuracy and completeness of client data over time by editing data in an HMIS as they engage the client. Over time, the data must be edited for accuracy (e.g. replacing "Redhat" with "Robert") as the worker learns that detail.[1]

3.02 SOCIAL SECURITY NUMBER

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To support the unique identification of each person served. Where data are shared across projects, the SSN greatly facilitates the process of identifying clients who have been served and allows projects to de-duplicate at project start. Name and date of birth are useful unique identifiers, but the SSN is significantly more accurate.[1]

Also, an important objective for ending homelessness is to increase access and utilization of mainstream programs by persons who are experiencing homelessness or are at-risk of homelessness. Since SSN is a required data element for many mainstream programs, projects may need the SSN in order to help their clients access mainstream services.[1]

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Data Collection Instructions In separate fields, record the nine-digit SSN and appropriate *SSN Data Quality* indicator. When enrolling a client who already has a record in the HMIS, verify that the SSN in the system is accurate and correct it if it is not. Some projects may serve clients that do not have an SSN. In these cases, select *'Client doesn't know*.'[1]

3.03 DATE OF BIRTH

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To calculate the age of persons served at time of project start or at any point during project enrollment and to support the unique identification of each person served.[1]

Data Collection Instructions When enrolling a client who already has a record in the HMIS, verify that the date of birth on the record is accurate and correct it if it is not. If the client cannot remember their birth year, it may be estimated by asking the person's age and calculating the approximate year of birth. If a client cannot remember the month or day of birth, record an approximate date of '*01*' for month and '*01*' for day. Select '*approximate or partial date of birth*.'[1]

If a client is not able to estimate their age within one year of their actual age, select '*Client doesn't know*.' If the client is able to provide their birth year, but refuses to provide their birth day and month, record an approximate date as indicated above and indicate that the response is '*Approximate or partial DOB reported*.' Select '*Client refused*' when a client refuses to provide their birth year. '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*' are explanations for missing DOB data. None of these three options are valid in conjunction with a valid or approximated date entered in '*Date of Birth*.'[1]

3.04 RACE

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To indicate clients' self-identification of one or more of five different racial categories. Supports system planning, local, and national understanding of who is experiencing homelessness.[1]

Data Collection Instructions Help the client select the race or races that they most identify with. Allow clients to identify as many racial categories as apply (up to five). When enrolling a client who already has a record in the HMIS, verify that race information is complete and accurate – and correct it if it is not. Staff observations should never be used to collect information on race. Provide all options to every client. Even if staff believes they can guess a client's race, every client must be asked for their self-reported information. No documentation is required to verify a client's response. [1]

'*Client doesn't know*,' '*Client refused*,' and '*Data not collected*' are explanations for missing race data. None of these three responses are valid in conjunction with any other response.

This data element can be challenging to separate from ethnicity. As one example, some people of Latin American descent often indicate their race is 'Hispanic,' and would not be referred to in casual conversation or seen in their communities or by themselves as 'White' or 'Black or African American.' Unless the person is from an original people's group that is indigenous or American Indian, in which case they would select that option, the staff will have to ask followup questions to ascertain the best response for Race. Staff may ask something like "do you know if your ancestors were originally from a country like Spain, somewhere in Africa, or are you part of an indigenous group?" The response is tied to where their ancestors came from, not necessarily where they were born or lived during their lifetime.

By the time clients get to data element 3.05 Ethnicity, they may have already responded to Race with something like 'Hispanic,' 'Guatemalan,' or 'Latino,' so staff should be able to clearly distinguish between these two data elements and select responses accordingly, even if the answers are provided out of order.

Projects are cautioned against providing a default answer. It is important to ask about all household members' race and identity because it is impossible to tell just based on a person's appearance or name. If the client does not know their race or ethnicity, or refuses to disclose it, use '*Client doesn't know*' or '*Client refused*,' rather than making an appearance or name-based assumption. If the client does not know his or her race or ethnicity, or refuses to disclose it, use '*Client doesn't know*' or '*Client refused*,' rather than making an appearance or name-based assumption. [1]

- *American Indian, Alaska Native, or Indigenous:* A person having origins to any of the indigenous peoples of North and South America, including Central America.
- *Asian or Asian American:* A person having origins of Asian descent, including but not limited to Chinese, Indian, Japanese, Korean, Pakistani, Vietnamese, or another representative nation/region.
- *Black, African American, or African:* A person having origins to any of the Black racial groups of Africa, including Afro-Caribbean.
- *Native Hawaiian or Pacific Islander:* A person having origins in any of the indigenous peoples of Hawaii, Guam, Samoa, or another Pacific Island.
- *White:* A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

3.05 ETHNICITY

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To indicate clients who do and do not identify themselves as Hispanic or Latino. Supports system planning, local, and national understanding of who is experiencing homelessness.[1]

Data Collection Instructions Record the self-identified ethnicity of each client served. Help the client select the ethnicity that they most identify with. [1]

Staff observations should never be used to collect information on ethnicity. Even if a staff person believes they can guess a client's ethnicity, every client must be asked for their self-reported information. No documentation is required to verify a client's response. [1]

3.06 GENDER

Data Collected About All Clients[2]   **Data Collection Point** Record Creation[2]

Rationale To indicate client's self-identification of one or more of the gender categories. Supports system planning, and local and national understanding of who is experiencing homelessness..[1]

Data Collection Instructions Record the self-reported gender of each client served. Gender identity is a person's internal perception of themselves and may not match the sex they were assigned at birth. 3.06 is asking about gender identity and not sex assigned at birth.[1]

HMIS Users and data entry staff should be sensitive to persons who do not identify as a female, or as a male, or as transgender. [1]

Staff observations should never be used to collect information on gender. Provide all options to every client. Even if staff thinks they can guess a client's gender, every client must be asked for their self-reported information. If they refuse to give it or say they don't know, do not make a selection other than *'Client doesn't know'* or *'Client refused'* on the client's behalf. Gender does not have to match legal documents and clients may not be asked about medical history or other information to try to determine the person's gender. Simply asking, "Which of these genders best describes how you identify?" is appropriate and focuses on the person's own internal knowledge of their gender. [1]

If a client does not understand what a particular gender response may mean, the definitions below can be provided. The availability of these options is not intended to indicate that transgender individuals are expected to disclose their status; each response is provided as an option in case an option (or more than one option) are better suited to a client's preferred terminology, needs, or situation. Clients may select as many responses to the *Gender* field as they would like to, with up to a total of five options possible for a client's preferred identity, need or situation. However, a response of *'Client doesn't know'* should not be used interchangeably with the response option *'Questioning'.* *'Questioning'* is about exploring one's gender identity. *'Client doesn't know'* should only be selected when a client does not know their gender from the options available, including *'Questioning.'* Additionally, *'Client doesn't know,'* *'Client refused,'* and *'Data not collected'* are not valid in conjunction with any other response. [1]

If a client discloses being transgender, staff should ask if the client prefers to have the HMIS record reflect the client's transgender status. For instance, if a client identifies as a transgender male but they do not want their transgender identity recorded in the HMIS, the staff person would select *'Male'* instead of both *'Male'* and *'Transgender.'* [1]

When enrolling a client who already has a record in the HMIS, verify that gender information is complete and accurate -- and correct it if it is not. Clients may report different gender identities or present different gender expressions at different projects within the same CoC. This may be because their gender identity has changed or because they experience a different sense of safety at different projects. If staff are working with a client who reports a gender identity that differs from the HMIS record, staff should ensure that the client understands and is comfortable with their information being updated across all projects prior to making any changes. Clients decide to which projects they will disclose potentially sensitive information. Project staff should enter the self-reported information as directed by the client.[1]

- *Female*: Clients who live or identify as female. May be used in conjunction with any other response to this field except '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*.''
- *Male*: Clients who live or identify as male. May be used in conjunction with any other response to this field except '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*.''
- *A gender that is not singularly 'Female' or 'Male' (e.g., non-binary, genderfluid, agender, culturally specific gender)*: Clients who live or identify as a gender other than female, a gender other than male, a gender outside the binary, no gender, more than one gender, a culturally specific gender, or a gender that changes over time. May be used in conjunction with any other response to this field except '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*.''
- *Transgender*: Clients who live or identify with a transgender history, experience, or identity. May be used in conjunction with any other response to this field except '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*.''
- *Questioning*: Clients who may be unsure, may be exploring, or may not relate to or identify with a gender identity at this time. Note that *'Client doesn't know'* is different than *'Questioning'*. *'Questioning'* is about exploring one's gender identity. *'Client doesn't know'* should only be selected when a client does not know their gender from the five options available. *'Questioning'* may be used in conjunction with any other response to this field except '*Client doesn't know*,' '*Client refused*,' and '*Data not collected*.''

- *Client Doesn't Know*: 'Client doesn't know' should only be selected when a client does not know their gender and should not be used interchangeably with the response option *'Questioning*.' 'Client doesn't know' should not be used in conjunction with any other response to this field.
- *Client Refused*: 'Client refused' should only be selected when a client refuses to identify their gender. *'Client refused'* should not be used in conjunction with any other response to this field.
- *Data Not Collected*: 'Data not collected' should only be selected when the response to the field *'Gender'* was not collected. *'Data not collected'* should not be used in conjunction with any other response to this field.

3.07 VETERAN STATUS

Data Collected About Adults[2]   **Data Collection Point** Record Creation, update to reflect a change in status[2]

Rationale To indicate whether clients are veterans of the United States armed forces. Allows for an accurate count of how many veterans experience homelessness. Useful for screening for possible housing and service interventions and for gaining understanding of veterans' service needs. [1]

Data Collection Instructions *Veteran Status* is not dependent on discharge status. A dishonorable discharge limits eligibility for certain VA benefits and programs, but it does not mean that the person is not a veteran for HMIS and PIT purposes. Unless the project's funder has eligibility requirements for veteran status, it is not necessary to obtain documentation for users to record a '*yes*' response to this data element. [1]

Asking additional questions may result in more accurate information as some clients may not be aware that they are considered veterans. For example, "Have you ever been on active duty in the military?" or "Were you disabled during a period of active duty training?"[1]

This data element is only required for adult clients. There are several options for addressing instances where clients turn 18 while enrolled:
- Collect the data at the time of enrollment for clients expected to turn 18 while enrolled; or
- Update the client record at the time the client turns 18. [1]

3.08 DISABLING CONDITION

Data Collected About All Clients[2]   **Data Collection Point** Project Start (Edit as necessary to reflect new information) [2]

Rationale To indicate whether or not clients have a disabling condition. This data element is to be used with other information to identify whether a client meets the criteria for chronic homelessness.[1]

Data Collection Instructions Record whether the client has a disabling condition at the time of each project start. It is not necessary to provide documentation to complete this data element. A disabling condition is one or more of the following:[1]

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that: [1]
    1. Is expected to be long-continuing or of indefinite duration;
    2. Substantially impedes the individual's ability to live independently; and
    3. Could be improved by the provision of more suitable housing conditions.

- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Additionally, if the client is a veteran who is disabled by an injury or illness that was incurred or aggravated during active military service and whose disability meets the disability definition defined in Section 223 of the social security act, they should be identified as having a disabling condition. [1]

A client indicating the following sources of *Income* (data element 4.2) can be considered to have a disabling condition: Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), VA Service-Connected Disability Compensation or VA Non-Service-Connected Disability Pension.[1]

Most projects collect more detailed information about specific disabilities in the 4.5 – 4.10 data elements.

3.10 PROJECT START DATE

Data Collected About All Clients[2]   **Data Collection Point** Project Start[2]

Rationale To determine the start of each client's period of participation with a project. All projects need this data element for reporting time spent participating in the project. Paired with 3.20 *Housing Move-In Date*, it becomes possible to determine the length of time from project start to housing placement for all PH clients, including those in RRH projects.[1]

Data Collection Instructions Each individual client in a household will have their own project start date. If a new client is added to a household after the original household members' start dates, the new client's start date should reflect the actual day that client started the project. If this client is a newborn baby, the project start date would reflect the date the project started providing housing or services to the newborn, consistent with the responses for project types identified below, which may be any date on or after the baby's date of birth. [1]

Different project types use *Project Start Date* differently, to address the difference in meaning associated with "starting" residential, service, and permanent housing projects.[1]

> *Street Outreach:* Date of first contact with the client.
> *Emergency Shelter:* Night the client first stayed in the shelter. Night by night shelters will have a project start date and will allow clients to re-enter as necessary without "exiting" and "restarting" for each stay for a specified period.
> *Safe Haven and Transitional Housing:* Date the client moves into the residential project (i.e. first night in residence).
> *Permanent Housing, including Rapid Re-Housing:* Date the client was admitted into the project. To be admitted indicates the following factors have been met:
> 1) Information provided by the client or from the referral indicates they meet the criteria for admission;
> 2) The client has indicated they want to be housed in this project;
> 3) The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, or scattered-site subsidy) or expects to have one in a reasonably short amount of time.
> *Other Service Projects* (including but not limited to: Services Only, Day Shelter, Homelessness Prevention, Coordinated Entry): Date the client first began working with the project and generally received the first provision of service.

3.11 PROJECT EXIT DATE

Data Collected About All Clients[2]   **Data Collection Point** Project Exit[2]

Rationale To determine the end of a client's period of participation with a project. All projects need this data element for reporting time spent participating in the project.[1]

Data Collection Instructions Record the month, day and year of last day of occupancy or service. Different project types use *Project Exit Date* differently, to address the difference in meaning associated with "ending" residential and service projects. Each individual client in a household will have their own *Project Exit Date*. If one member of a household leaves the project before the rest of the household, the leaver's exit date should reflect the actual day that client left the project.[1]

- **Site based Residential projects**: The last day of continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project.
- **Tenant-based Permanent Housing projects**: The last day the client receives rental assistance or supportive services (RRH) or is provided rental assistance (tenant-based PSH, transition-in-place, or other permanent housing).
- **Non-residential projects**: the last day a service was provided or the last date of a period of ongoing service.

For residential projects, this date represents the last day of a continuous stay in the project before the client transfers to another residential project or otherwise stops residing in the project. For example, if a person checked into an overnight shelter on January 30, 2019, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2019. [1]

Clients in rapid re-housing projects are to be exited after the last RRH service is provided. If eligible RRH case management services are provided past the final date of receiving rental assistance, for example, the client must not be exited until those services cease. [1]

For non-residential projects, the exit date must represent the last day a contact was made or a service was provided. The exit date should coincide with the date the client is no longer considered a participant in the project. Projects must have a clear and consistently applied procedure for determining when a client who is receiving supportive services is no longer considered to be participating in the project. For example, if a person has been receiving weekly counseling as part of an ongoing treatment project and either formally terminates their involvement or fails to return for counseling, the last date of service is the date of the last counseling session. [1]

In a street outreach services project, similarly, clients may be exited when the outreach worker has been unable to locate the client for an extended period of time and there are no recorded contacts. The CoC must be involved in the determination of "extended length of time" and to which projects the solution is to be applied. [1]

If a client uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Start Date*. [1]

3.12 DESTINATION

Data Collected About All Clients[2]   **Data Collection Point** Project Exit[2]

Rationale To identify where a client will stay just after exiting a project for purposes of tracking and outcome measurement. [1]

Data Collection Instructions Select the *Destination* response category that most closely matches where the client will be staying after exiting the project. Record where the client is expected to stay after they complete or stop participating in project activities. For residential projects that expect a client to move out upon exit (Emergency Shelter, Transitional Housing, Safe Haven, project-based Permanent Supportive Housing), record where the client is expected to move immediately after leaving. For projects where a client is not expected to relocate upon exit (Homelessness Prevention, Rapid Re-housing, transition in place, or SSO projects), record where the client is expected to stay after they complete or stop participation in project activities. This may be the same place that they were staying during their project enrollment or prior to starting in the project.[1]

'*Other*' should be used only as a last resort if the client's destination truly cannot be even loosely described by any of the available options. Any response of '*Other*' will not count in any HMIS-based reporting as a positive outcome.[1]

Mass shelters that track bed nights using the night-by-night method may have high rates of missing *Destination* data when the client is exited. Often, in this model, a client is exited after a period of time of not coming into the shelter, at which point the opportunity to ask clients where they are going is lost. HUD and other Federal Partners strongly encourage shelters, even large-scale shelters, to consider themselves to be a part of the community's system working to end homelessness. Any steps these projects can take to establish relationships with clients, focus on moving clients into more permanent housing situations, or collaborate with service projects that do so, will improve a system's functioning, data quality, and client outcomes.[1]

Prior Living Situation data should not be used as the source for *Destination*, *Destination* should not be pre-filled at project start, and unconfirmed, word of mouth-type information should not be used as a source for *Destination* responses in HMIS.[1]

3.15 RELATIONSHIP TO HEAD OF HOUSEHOLD

Data Collected About All Clients[2]   **Data Collection Point** Project Start[2]

Rationale To identify one person to whom all other household members can be linked to at the time they enter a project. This facilitates the identification and enumeration of households. In addition, specifying the relationship of household members to the head of household facilitates reporting on household composition.[1]

Data Collection Instructions Identify one member of a household to whom all other household members can be associated. A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit, or, for persons who are not housed, who would live together in one dwelling unit if they were housed. There must be one head of household for each enrollment and there cannot be more than one head of household for any given enrollment. In a household of a single individual, that person must be identified as the head of household ['*Self*'].[1]

An individual present for the entire project stay should be designated as head of household.[2] If the head of household leaves the project while other household members remain, another member of the household currently participating in the project must be designated as the head of household (retroactively to the beginning of the household's enrollment) and the other members' relationship to head of household should be corrected to reflect each individual's relationship to the newly designated head of household (including the individual exiting the program) in the event that it differs from the relationship to whoever was previously identified as the head of household. Records of such changes are not necessary to retain in the HMIS over the course of a project stay; the head of household is simply swapped out for the duration of the household's enrollment.[1]

In a household of a single individual, that person must be identified as the head of household. In multi-person households, the term "Head of Household" is not intended to mean the "leader" of the house. When a group of persons present together as a household or family unit, no matter the configuration or whether or not a minor is among the members, one of those persons must be designated as the head of household and the rest must have their relationship to the head of household recorded. If the group of persons is composed of adults and children, an adult must be indicated as the head of household. [1]

Where two or more people under age 18 present at a project together (where none of the people presenting are the child of the client being served by a project), each person should be entered as their own record in their own household. It is important to create separate records for people under 18 who present together to better understand homelessness among youth. Entering them separately is not permitted to be a barrier to or impact the receipt of future interventions.[1]

3.16 CLIENT LOCATION

Data Collected About Head of Household[2]   **Data Collection Point** Project Start, Update[2]

Rationale To link client household data to the relevant CoC. Necessary for projects that operate across multiple CoCs for data export purposes and to ensure accurate counts of persons who are served within a CoC. [1]

Data Collection Instructions Select or enter the CoC code assigned to the geographic area where the head of household is being served at the time of project start. A new Client Location record must be created at any time a client moves to project location in a different CoC while enrolled.[1]

3.20 HOUSING MOVE-IN DATE

Data Collected About Heads of Household[2]   **Data Collection Point** Occurrence Point (Must be between Project Start and Project Exit)[2]

Rationale To document the date that a household admitted into a Permanent Housing project moves into housing. This data is critical to point-in-time and housing inventory counts as it differentiates households which have already moved into permanent housing from households which are enrolled in a Permanent Housing project but are still literally homeless (in Emergency Shelter, Safe Haven, Transitional Housing or on the street) as they prepare to move into an available unit. [1] *Housing Move-In Date* must be between the *Project Start Date* (3.10) and *Project Exit Date* (3.11).[2]

Data Collection Instructions: For clients with a *Project Start Date* in a permanent housing project of any kind (see criteria for recording a *Project Start Date* under data element 3.10), record the date a client or household moves into a permanent living situation.[1]

A *Housing Move-In Date* must be recorded at the point the household moves into a permanent living situation, whether subsidized by the currently enrolled PH project, a different PH project or subsidy, or without any subsidy at all. This may or may not be the same date as *Project Exit Date* depending on the provision of additional services after the client is housed. Refer to 3.11 *Project Exit Date* guidance for instructions on *Project Exit Date*. [1]

In the event that the client vacates a housing situation and the project stops paying rental assistance, staff should <u>exit the client from the project with an accurate *Project Exit Date* and *Destination* and create a new *Project Start Date* in a second enrollment for the client on the same or following day</u>. The project would continue working with the client until a new unit is found, at which point a new *Housing Move-in Date* would be recorded on the second project record. This will ensure that the client's history of housing is preserved.[1]

If the client moves directly from one unit into another unit, with no days of homelessness in between, it would not be necessary to exit and re-enter them, because their housing move-in date would still accurately reflect the day they entered permanent housing according to that enrollment record. [1]

In the event a client is transferred into a PSH or RRH project having already moved into a permanent housing unit, the client's *Project Start Date* and *Housing Move-in Date* will be the same date. It is not necessary or appropriate to have the *Housing Move-in Date* reflect the original move-in, since the purpose of the data element is to distinguish between housed and homeless statuses during a single enrollment.[1]

3.917 PRIOR LIVING SITUATION

Data Collected About Head of Household and All Adults[2]

Data Collection Point Project Start[2]

Rationale To identify the type of living situation and length of stay in that situation just prior to project start for all adults and heads of households. This data element is to be used with other information to identify whether a client appears to meet the criteria for chronic homelessness at various points of enrollment (i.e., at the point of project entry, at a point during a project enrollment, or at any point over the course of a specified reporting period.

The element has been constructed to avoid collecting information which is irrelevant or inappropriate for the client population being served in a particular situation. For example, eligibility for Homelessness Prevention requires that a client be in housing. By definition, a person in housing is not chronically homeless at that point in time, so some of the fields in this data element used to determine chronic homeless status are not required in that situation.[1]

Data Collection Instructions Intake staff should ask clients about their homeless history, including specific instances the client spent on the street, in an emergency shelter, or in a Safe Haven project. This may require defining or explaining each field to the client. Completing the data fields in HMIS does not require documentation -- a client's responses are all that is required.[1]

Different project types have different realities they are working in when it comes to interviewing clients. Some high volume shelters may simply ask people to quickly "ballpark" their responses to the required fields. Other project types are able to have more complex intake processes that allow staff to sit with the client and get a clearer picture of the client's housing history and their official "breaks" in homelessness, according to the definition of chronic homelessness.[1]

The responses are intended to reflect from the client's last living situation immediately prior to the *Project Start Date*. For projects that do not provide lodging, the 'prior' living situation may be the same as the client's current living situation.[1]

TYPE OF RESIDENCE

Select the *'Type of Residence'* from the Living Situation Option List that *most closely matches* where the client was living prior to project start. Adult members of the same household may have different prior living situations.[1]

LENGTH OF STAY IN PRIOR LIVING SITUATION

Record the length of time the client was residing in their previous place of stay. If the client moved around, but in the same type of situation, include the total time in that type of situation. If the client moved around from one situation to another, only include the time in the situation selected. [1]

If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from an institutional setting, indicate if the client was in the institution for less than 90 days and if so, indicate if the client's living situation immediately prior to entering the institution was on the streets, in an emergency shelter or a safe haven. 90 days or more in an institutional setting is considered a "break" according to the definition of chronic homelessness.[1]

If the client is entering Transitional Housing, any form of Permanent Housing including Permanent Supportive Housing and Rapid Re-Housing, Services Only, Other, Day Shelter, Homelessness Prevention, and Coordinated Entry from any type of temporary, permanent, or other situation, indicate if the client was in the temporary, permanent, or other situation for less than 7 nights and if so, indicate if their living situation immediately prior to entering the temporary, permanent, or other situation was on the streets, in an emergency shelter or a safe haven. 7 nights or more in transitional or permanent housing situations is considered a "break" according to the definition of chronic homelessness.[1]

If the client is entering Emergency Shelter, Safe Haven, or Street Outreach, proceed to next question. [1]

DATE HOMELESSNESS STARTED

Record the actual or approximate date this homeless situation began (i.e., the beginning of the continuous period of homelessness on the streets, in emergency shelters, in safe havens, or moving back and forth between those places). Have the client look back to the date of the last time the client had a place to sleep that was not on the streets, ES, or SH. Remember that "the streets" is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. Including the situation the client was in right before entering, plus any continuous time moving around between the streets, an emergency shelter, or a safe haven, determine the date this period of the client's "literal" homelessness began.[1]

The look back time would not be broken by a stay of less than 7 consecutive nights in any permanent or temporary housing situation nor would it be broken by an institutional stay of less than 90 days (i.e., jail, substance abuse or mental health treatment facility, hospital, or other similar facility).[1]

Approximations are permitted.[1]

NUMBER OF TIMES CLIENT HAS BEEN ON THE STREETS OR IN EMERGENCY SHELTER IN THE PAST 3 YEARS

Remember that "the streets" is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.[1]

Including today, count all the different times the client was on the streets, in an emergency shelter, or in a safe haven in the last 3 years where there are full breaks in between (i.e. breaks that are 90 days or more in an institution or 7 nights or more in permanent or transitional housing).[1]

NUMBER OF MONTHS ON THE STREET OR IN EMERGENCY SHELTER IN THE PAST 3 YEARS

Remember that "the streets" is being used as short-hand for any place unfit for human habitation (a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.[1]

Count the cumulative number of months in which a person was on the streets, in an ES, or SH in the last 3 years, including stays in an institution <90 days or in permanent or transitional housing <7 days. Round the number of months up to the next highest number of full months. The current month, even if a partial month, can be counted as a full month.[1]

HUD COMMON PROGRAM SPECIFIC DATA ELEMENTS

The Program Specific Data Elements are elements that are required by at least one of the Federal Partner homeless programs. Some of the program specific data elements are collected across most programs. These are called "Common" Program Specific Data Elements. We are covering the Common Program Specific Data Elements in this section.

4.02 Income and Sources	4.03 Non-Cash Benefits	4.04 Health Insurance
4.05 Physical Disability	4.06 Developmental Disability	4.07 Chronic Health Condition
4.08 HIV / AIDS	4.09 Mental Health Disorder	4.10 Substance Use Disorder
4.11 Domestic Violence	4.12 Current Living Situation	4.13 Date of Engagement
4.14 Bed-Night Date	4.19 Coordinated Entry Assessment	4.20 Coordinated Entry Event

4.02 INCOME AND SOURCES

Data Collected About Head of Household and Adults[2]

Data Collection Point Project Start, Update, Annual Assessment, and Project Exit[2]

Rationale To determine whether households are accessing all income sources for which they are eligible at the time of project start and to allow for analyzing changes in the composition of income between project start and exit. Increase in income is a key performance measure of most Federal Partner programs. Collecting income information throughout a project stay supports plans to link clients with all income sources and benefits for which they are eligible, and helps CoCs improve system design and partnerships by analyzing cross-systems connections to ensure access to additional income sources.[1]

Data Collection Instructions Indicate whether each head of each household served (including minor heads of their own household) and each adult household member have income and the sources of that income.[1]

Income and Sources is intended to identify regular, recurrent earned income and cash benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered income.[1]

To collect income information, projects are expected to ask clients whether they receive income from each of the sources listed (either on paper or through client interview) rather than asking them to state the sources of income they receive. Unless the project funder requires documentation for recordkeeping purposes, clients are not required to provide documentation of income or benefits. Requiring documentation of income and benefits when it is not a funder's requirement unnecessarily slows down the process for assisting people to exit homelessness.[1]

Lump sum amounts received by a family, such as inheritances, insurance settlements, or proceeds from sale of property, or back pay from Social Security are considered assets, not income, and are not recorded in HMIS. [1]

Income data should be entered in HMIS consistent with guidelines for calculating household income provided by a project funder, if such guidelines exist. For example, for eligibility purposes, both CoC and ESG-funded projects are instructed to exclude income from the employment of a minor child from calculations of household income. The same is true for SSVF. However, recording income in an HMIS is not the same as performing an income evaluation for purposes of project eligibility determination or a rent calculation for the purpose of determining rental subsidy (24 CFR 5.609 and 24 CFR 5.611(a). Data recorded in HMIS also does not replace required income verification documentation that may be required by a funder.[1]

In the absence of income calculation guidelines provided by a funder, as a general rule, any income associated with a minor used for household expenses and support should be included in the head of households Income and Sources record. Where the income is not relevant for household expenses, it could reasonably be excluded from entry.[1]

4.03 NON-CASH BENEFITS

Data Collected About Head of Household and Adults[2]

Data Collection Point Project Start, Update, Annual Assessment, and Project Exit[2]

Rationale To determine whether households are accessing all mainstream program benefits for which they are eligible at the time of project start and to allow for analyzing changes in the composition of non-cash benefits between project start and exit.[1]

Data Collection Instructions *Non-cash benefits* data should be entered in HMIS consistent with guidelines provided by a project funder, if such guidelines exist. In the absence of guidelines provided by a funder, as a general rule, any benefits received by or on behalf of a minor household member or on behalf of the household as a whole (such as SNAP) should be included in the head of households *Non-Cash Benefits* record. [1]

To collect benefits information, projects are expected to ask clients whether they receive benefits from each of the sources listed (either on paper or through client interview) rather than asking them to state the sources of non-cash benefits they receive. Clients are not required to provide documentation of benefits. Requiring documentation of benefits when it is not a funder's requirement unnecessarily slows down the process for assisting people to exit homelessness. [1]

Non-Cash Benefits is intended to identify regular, recurrent benefits. Services and/or gifts such as phone cards and vouchers that are provided by a project to clients during enrollment are fundamentally different and are not considered benefits.[1]

4.04 HEALTH INSURANCE

Data Collected About Federal Programs: All Clients[2] | State (MN) Programs: Head of Household and All Adults

Data Collection Point Project Start, Update, Annual Assessment, and Project Exit[2]

Rationale To determine whether clients are accessing all mainstream medical assistance benefits for which they may be eligible, and to ascertain a more complete picture of changes to economic circumstances between project start and exit. [1]

Data Collection Instructions Applying for coverage through a healthcare exchange could result in a person receiving subsidized private health insurance or it could result in the person receiving Medicaid. If the client's health coverage is through a private provider (even if it is heavily subsidized), record it as Private Pay Health Insurance. If the client's health coverage is through Medicaid (even if it was accessed through a healthcare exchange website), record it as Medicaid. Health Insurance is intended to identify actual health insurance sources. Indigent care received by a medical provider or hospital to cover a health care costs does not constitute health insurance coverage and should not be recorded in HMIS. [1]

4.05 – 4.10 DISABILITY ELEMENTS

Data Collected About Federal Programs: All Clients[2] | State (MN) Programs: Head of Household and All Adults

Data Collection Point Project Start, Update, Annual Assessment, and Project Exit[2]

Rationale To indicate whether clients have any disabling special needs which contribute to their experience of homelessness or may be a factor in housing.[1]

Data Collection Instructions In separate fields, indicate:
  (1) If each client has the indicated disability; and
  (2) If there is indication that the disability is expected to be of long-continued and indefinite duration and substantially impair the client's ability to live independently. [1]

Individual *Disability* records created at project start, update, and project exit are to reflect the information as of the date of each phase of data collection. *Disability* update records should be created at any time during a project stay if a client's physical disability status changes.[1]

If the disability is present and is expected to be of long-continued and indefinite duration, the corresponding element 3.8 Disabling Condition should also be "yes." [1]

> *4.05 Physical Disability* For the purposes of these Data Standards, a physical disability means a physical impairment.[1]

> *4.06 Developmental Disability* For the purposes of these Data Standards, a developmental disability means a severe, chronic disability that is attributed to a mental or physical impairment (or combination of physical and mental impairments) that occurs before 22 years of age and limits the capacity for independent living and economic self-sufficiency.[1]

> *4.07 Chronic Health Condition* For the purposes of these Data Standards, a chronic health condition means a diagnosed condition that is more than 3 months in duration and is either not curable or has residual effects that limit daily living and require adaptation in function or special assistance. Examples of chronic health conditions include, but are not limited to: heart disease (including coronary heart disease, angina, heart attack and any other kind of heart condition or disease); severe asthma; diabetes; arthritis-related conditions (including arthritis, rheumatoid arthritis, gout, lupus, or fibromyalgia); adult onset cognitive impairments (including traumatic brain injury, post-traumatic distress syndrome, dementia, and other cognitive related conditions); severe headache/migraine; cancer; chronic bronchitis; liver condition; stroke; or emphysema.[1]

> *4.08 HIV/AIDS* HIV-related information is covered by confidentiality requirements. As in other areas involving sensitive or protected client information, information should be recorded only when a project has data confidentiality protections that conform to the standards specified in the HMIS Final Rule, to be published. These protections include agency policies and procedures and staff training to ensure that HIV-related information cannot be accessed by anyone without the proper authorization.[1]

> *4.09 Mental Health Disorder* A mental health disorder may range from situational depression to serious mental illnesses. The dependent field is designed to gauge the severity of the mental health disorder.[1]

> *4.10 Substance Use Disorder* Select '*Alcohol use disorder*' for alcohol use disorder, without drug use disorder. Select '*Drug use disorder* for drug use disorder, without alcohol use disorder. Select *'Both alcohol and drug use disorders'* for both.

4.11 DOMESTIC VIOLENCE

Data Collected About Head of Household   **Data Collection Point** Project Start, Update[2]
and All Adults[2]

Rationale To indicate whether heads of household and other adults served are survivors of domestic violence. Ascertaining whether a person is a survivor of or fleeing from domestic violence is necessary to provide the person with the appropriate services to prevent further abuse and to treat the physical and psychological injuries from prior abuse. Also, ascertaining that a person may be experiencing domestic violence may be important for the safety of project staff and other clients. At the aggregate level, knowing the size of the population of persons experiencing homelessness who have also experienced domestic violence is critical for determining the resources needed to address the problem. [1]

Data Collection Instructions Projects should be especially sensitive to the collection of domestic violence information from clients and should implement appropriate interview protocols to protect client privacy and safety.[1]

If clients are providing inconsistent information (e.g. indicating that they are currently fleeing an abusive situation but their response to *'When experience occurred'* is *'One year ago or more'*), clarification should be facilitated by appropriate staff. Staff can help clients understand that the definition of a DV experience includes "dangerous... conditions that relate to violence against the individual or a family member," which is broader than a specific violent episode. There are situations where the act of fleeing takes place weeks or months after a particular violent episode, but the conditions within the home remain dangerous. With this clarification, the staff and client together can determine the best response for '*When experience occurred*.'

4.12 CURRENT LIVING SITUATION

Data Collected About Head of Household and Adults[2]   **Data Collection Point** Occurrence Point (at the time of contact)[2]

Rationale To record each contact with people experiencing homelessness by street outreach and other service projects and to provide information on the number of contacts required to engage the client, as well as to document a current living situation as needed in any applicable project.[1]

Data Collection Instructions Record the date and location of each interaction with a client by recording their *Current Living Situation*. The first *Current Living Situation* with the client will occur at the same point as *Project Start Date* (and recording of client's *Prior Living Situation*) and therefore requires a record to be opened in the HMIS for the client. Refer to guidance in HMIS Program Manuals (PATH, CoC, ESG, VA or RHY) for more details.[1]

All street outreach projects are expected to record every contact made with each client by recording their *Current Living Situation*, including when the *Project Start Date*, *Prior Living Situation* or *Date of Engagement* is recorded on the same day. There may or may not be a contact made at project exit.[1]

Contacts that require the collection of *Current Living Situation* include activities such as a conversation between a street outreach worker and client about the client's well-being or needs, an office visit to discuss their housing plan, or a referral to another community service.

For Coordinated Entry projects, record a *Current Living Situation* anytime any of the following occurs:

1. A *Coordinated Entry Assessment* or *Coordinated Entry Event* is recorded; or
2. The client's living situation changes; or
3. If a *Current Living Situation* hasn't been recorded for longer than a community-defined length of time (i.e. longer than 90 days). The CoC must be involved in the determination of "community defined length of time;" or
4. Project Start

Night-by-Night shelters should only record a *Current Living Situation* if the interaction between the shelter personnel and client goes beyond a basic provision of shelter services. A *Current Living Situation* for emergency shelter does not include activities of daily sheltering (e.g. bed registration, request for personal care items, dinner sign-up, meals, etc.), nor should it be redundant with data element 4.14 *Bed-Night Date*.[1]

4.13 DATE OF ENGAGEMENT

Data Collected About Head of Household and Adults   **Data Collection Point** Occurrence Point (At point of engagement; often Project Start or Update)

Rationale To record the date the client became 'engaged' in project services after one or more contacts with outreach or night-by-night shelter.[1]

Data Collection Instructions Record the date a client became engaged by a street outreach project or night-by-night emergency shelter in the development of a plan to address their situation. The date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan.[1]

Only one date of engagement is allowed between project start and exit. This date may be on or after the *Project Start Date* and if the client becomes engaged, must be on or prior to the *Project Exit Date*. If the project has not developed this intensive relationship with the client before exit, *Date of Engagement* should be left blank.[1]

If the client returns after a project exit, a new *Project Start Date* and a new *Date of Engagement* is to be established.[1]

4.14 BED-NIGHT DATE

Data Collected About All Clients[2]   **Data Collection Point** Occurrence Point[2]

Rationale To determine each bed-night utilized by a client in a night-by-night shelter.[1]

Data Collection Instructions A *Bed Night Date* record indicates that the client has utilized a bed in a night-by-night shelter on that date. There must be a record of a bed night on the *Project Start Date* into a night-by-night shelter; any additional bed night dates must be after the *Project Start Date* and before the *Project Exit Date*.[1]

4.19 COORDINATED ENTRY ASSESSMENT

Data Collected About Head of Household[2]   **Data Collection Point** Occurrence Point[2]

Rationale The CE Assessment element is a flexible data element that collects an assessment date, location, and result. It allows CoCs to define their own assessment questions and responses and categorizes each assessment into different types: *Crisis Needs* or *Housing Needs*. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.[1]

Data Collection Instructions Indicate the '*Date of Assessment*,' '*Assessment Location*,' '*Assessment Type*,' '*Assessment Level*,' assessment questions and results, and the '*Prioritization Status*' of the coordinated entry assessment. [1]

CoCs may set up as many versions of assessments as is necessary for the Coordinated Entry structure they operate (e.g. different sets of questions for families than individuals), as long as each assessment is indicated as being either a *Crisis Needs Assessment* or a *Housing Needs Assessment*.[1]

The *Coordinated Entry Assessment* element is only used in projects that are doing coordinated assessments as part of a CoC's coordinated entry system to capture information and efforts made to house the client for planning purposes. This

includes Coordinated Entry activities that are conducted at a specified, centralized location within a CoC and those activities that are conducted as a formal part of the Coordinated Entry system on site in organizations that also operate other project types (e.g. Homelessness Prevention, Services Only, or others), depending on the particular setup in each CoC.[1]

4.20 COORDINATED ENTRY EVENT

Data Collected About Head of Household[2]   **Data Collection Point** Occurrence Point[2]

Rationale The *Coordinated Entry Event* element is designed to capture key referral and placement events, as well as the results of those events. It will help communities understand the events that go into achieving desired (and undesired) results through the Coordinated Entry system. This data element is intended to standardize data collection on core components of Coordinated Entry like access, assessment, referral, and prioritization.[1]

Data Collection Instructions In separate fields, record the '*Date*' and relevant '*Event*.' When known, return to the record and record the appropriate result for each '*Event*' recorded. Record, in separate Event records, as many '*Events*' as is necessary for each client for the duration of their enrollment in the Coordinated Entry project. *Coordinated Entry Events* may be recorded at the same time as a *Coordinated Entry Assessment* or they may be independent of any *Coordinated Entry Assessment* that has occurred.[1]

MINNESOTA UNIVERSAL DATA ELEMENTS

The data elements in this section will not appear in any HUD published materials as they are only used in Minnesota. For that reason, we have added a table to each element with the field name and response categories.

M1 Tribal Membership   M2 Veteran Question <mark>Series</mark>   M3 Extent of Homelessness
M4 Prior Permanent Residence M5 County Where Resides   4.11 Domestic Violence
Series

M1 TRIBAL MEMBERSHIP

Data Collected About All Clients   **Data Collection Point** Record Creation

Rationale To connect and refer tribal members to available services and to assist Tribal Nations with obtaining accurate homeless data.

Data Collection Instructions If the client self-identifies as "*American Indian, Alaska Native, or Indigenous*" as one of the five racial categories, then a response to "*If Native American, of which tribe are you an enrolled member?*" is required. If none of the client's self-identified racial categories are "*American Indian, Alaska Native, or Indigenous,*" the question can be left unanswered.

	Field	Dependency	Response Category/Data Type
1	If Native American, of which tribe are you an enrolled member?	HUD 3.4 Race Field 1 & Response 4 *American Indian, Alaska Native, or Indigenous*[2]	Lower Sioux Indian Community in the State of Minnesota
			Mdewakanton Sioux Indians
			Minnesota Chippewa Tribe - Bois Forte
			Minnesota Chippewa Tribe - Fond du Lac
			Minnesota Chippewa Tribe - Grand Portage
			Minnesota Chippewa Tribe - Leech Lake
			Minnesota Chippewa Tribe - Mille Lacs Band
			Minnesota Chippewa Tribe - White Earth
			Prairie Island Indian Community in the State of Minnesota
			Red Lake Band of Chippewa Indians
			Shakopee Mdewakanton Sioux Community of Minnesota
			Upper Sioux Community
			Other
			Not enrolled member of any tribe
			Client doesn't know
			Client refused
			Data not collected

M2 VETERAN QUESTION SERIES

Data Collected About Adults   **Data Collection Point** Project Start

Rationale A veteran is someone who has served on active duty in the armed forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty. The questions below attempt to enumerate these distinctions, and this is why it is asked in addition to *Veteran Status* (3.7).

Data Collection Instructions This should be updated for clients who turn 18 while participating in the program on the Entry Assessment into the project. Has client ever served on active duty in the U.S. Armed Forces (e.g. served in full-time capacity in the Army, Navy, Air Force, Marine Corps, or Coast Guard) OR served in the National Guard or as a reservist? If no, skip to next section.

As part of Heading Home: MN's Plan to Prevent and End Homelessness, the MN Homeless Veteran Registry attempts to ensure that Veterans experiencing homelessness have access to appropriate housing and services. This registry is optional and separate than HMIS.

	Field	Dependency		Response Category/Data Type
1	Did you serve on Active Duty, or in the National Guard or Reserves?	None	0	No
			1	Yes, Active Duty (including National Guard and Reserves)
			2	Yes, National Guard, but never activated/deployed
			3	Yes, Reserves, but never activated/deployed
			4	Both Guard & Reserves, but never activated/deployed
			8	Client Doesn't Know
			9	Client Refused
			99	Data Not Collected
A	Has client been referred to the Homeless Veteran Registry?	Field 1; Response 1, 2, 3, 4	0	No
			1	Yes
			8	Client Doesn't Know
			9	Client Refused
			99	Data Not Collected

M3 EXTENT OF HOMELESSNESS

Data Collected About Head of Household and Adults   **Data Collection Point** Project Start

Data Collection Instruction Not currently homeless can be used for homelessness prevention projects.

Long-Term Homelessness: Persons including individuals, unaccompanied youth, or families with children who lack a permanent place to live continuously for a year or more or at least four times in the past three years. Time spent in an institutional care or correctional facility shall be excluded when determining the length of time a household has been homeless except in the case where an individual was in a facility for fewer than 90 days and was homeless at entry to the facility.[3]

Doubled Up/Couch Hopping: Doubled up or couch hopping is considered an episode of homelessness if a household is doubled up with another household (and duration is less than one year) and couch hops as a temporary way to avoid living on the streets or in an emergency shelter. [3]

Transitional Housing (TH): Time spent in transitional housing is a neutral event. It is not considered time housed or time homeless when determining LTH eligibility. [3]

Institutions: Time spent in an institutional care (treatment, hospital, foster care, etc.) or correctional facility (jail or prison) is a neutral event. It is not considered time housed or time homeless except in the case where an individual was in a facility for fewer than 90 days and was homeless at entry to the facility. That time can be considered time homeless. [3]

Evaluate the housing history prior to and after TH or an institutional stay to determine if it meets the state's LTH definition. NOTE: Minnesota's definition does not require that the person have a disabling condition. [3]

	Field	Dependency	Response Category/Data Type
1	Extent of Homelessness by Minnesota's Definition	None	Not currently homeless
			1st time homeless and less than 1 year without home
			Multiple times homeless, but NOT meeting LTH definition
			Long term: At least 1 year, or at least 4 times in past 3 years

M4 PRIOR PERMANENT RESIDENCE SERIES

Data Collected About Head of Household and Adults   **Data Collection Point** Project Start

Data Collection Instructions A permanent address is an apartment, house, or room where the client last lived for 90 days or more. Shelters and time-limited housing are not permanent addresses.

	Field	Dependency		Response Category/Data Type
1	State (Location of prior residence)	None	1	Minnesota
			2	[Picklist of the remaining 49 States]
			3	Washington, D.C.
			4	Other Country – Outside US
A	County of prior residence (MN only)	Field 1; Response 1	1	[Picklist of all MN counties]
B	City of prior residence (MN only)	Field 1; Response 1	1	[Lookup field of all Minnesota cities]

M5 COUNTY WHERE RESIDES

Data Collected About Head of Household   **Data Collection Point** Project Start, Update

Rationale To link client household data to the relevant Minnesota county. Necessary to improve counts of persons who are served within a CoC that operates across multiple counties.

Data Collection Instructions Select the county where the head of household is staying at the time of project entry. A new *County where Resides* record must be created at any time during a project stay if a client moves into a different county while enrolled.

	Field	Dependency	Response Category/Data Type
1	County where resides	None	[Picklist of all MN counties]

4.11 DOMESTIC VIOLENCE

Starting July 1, 2019, this HUD Common Program Specific Data Element is a Minnesota Universal Data Element. Use the data collection instructions found in the 4.11 Domestic Violence section of this document.

COMPARISON OF PICKLIST VALUES: CLIENT DOESN'T KNOW, CLIENT REFUSED, DATA NOT COLLECTED

Most fields in HMIS have these options available as responses. These are used as explanations for missing data, and should be used to mean the following:

Client Doesn't Know means that the intake worker asked the client the question and they did not know the answer.

Client Refused means that the intake worker asked the client the question and they refused to answer.

Data Not Collected means that, for whatever reason, the intake worker was unable to, or did not, ask the client the question.

SOURCES

[1]FY 2022 HMIS Data Standards (Manual), U.S. Department of Housing and Urban Development, August 2021, https://files.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Standards-Manual.pdf

[2]FY 2022 HMIS Data Standards Data Dictionary, U.S. Department of Housing and Urban Development, Version 1.1, August 2021 https://files.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Dictionary.pdf

[3]Long-Term Homelessness (LTH) Definitions and Eligibility Questions, Minnesota Housing, March 2017, www.mnhousing.gov/get/MHFA_011066

Version Updates

1	
2	3.20 Housing Move-In Date: Updated Data Collection Point from "Interim Update" to "Occurrence Point (Must be between Project Start and Project Exit)"
	4.13 Date of Engagement: Updated null fields to read "Data Collected About Head of Household and Adults" and "Data Collection Point Occurrence Point (At point of engagement; often Project Start or Update)"
	Included new MN Universal Data Element, Tribal Membership.
	Updated document title to Minnesota Universal Data Elements
3	Added new MN Universal Data Elements, County where resides and Domestic Violence series
	Updated MN Universal Data Elements, Foster Care and Recent Institutional History
4	Updated numbering convention (e.g. 3.1 is now 3.01)
	3.917 Prior Living Situation: Renamed from "Living Situation" to "Prior Living Situation"
	4.06 Developmental Disability and 4.08 HIV/AIDS: Removed dependent field "Substantially impedes the individual's ability to live independently"
	4.12 Current Living Situation: Renamed from "Contacts" to "Current Living Situation"
	Added new Common Program Specific Data Elements 4.19 Coordinated Entry Assessment and 4.20 Coordinated Entry Event
	Removed 4.18 Housing Assessment Disposition
5	Removed retired MN Universal Data Elements: fields B-F of the Veteran Series, Foster Care, Recent Institutional History, one field of the Prior Permanent Residence Series: "How long since client had permanent place to live (permanent address)?"
	Updated Source document to FY 2022 HMIS Data Standards Manual
	3.04 Race: Revised language
	3.06 Gender: Revised language and element structure
	Added new Element Numbers and Field Numbers to Minnesota's Universal Data Elements
	4.09 Revised from "Mental Health Problem" to "Mental Health Disorder" throughout
	4.10 Revised from "Substance Abuse" to "Substance Use Disorder" throughout
	Updated Rationale and Data Collection Instructions for HUD Universal Data Elements and HUD Common Program Specific Data Elements to align with clarifying language HUD supplied in the FY 2022 HMIS Data Standards Manual, most substantially: 3.03 Date of Birth, 3.15 Relationship to Head of Household, 3.20 Housing Move-In Date, and 4.12 Current Living Situation